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Policy Name

4.4470 Lived Identity Policy

Purpose and Scope

This policy promotes and supports an open and inclusive environment through the establishment of a lived name, gender identity, name prefixes, pronouns, and sexual orientation for use within University systems, where feasible. Not all University information systems, databases, and processes may be able to store or display these identifiers, and there may be situations that require use of the Legal Name or Legal Sex. Therefore, individuals who utilize a Lived Name or Lived Gender within University systems should always be prepared to reference their Legal Name and Legal Sex, as well and to provide corresponding identification when necessary. This policy applies to all students, faculty, staff and administrators.

Responsibilities

Title or Role	Definition and What They are Responsible For
Registrar	Maintains and enforces this policy.
Provost Office	Serves as approval for policy and assists with reviewing exceptions to the policy.

Policy

Alvernia University seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a lived first name and pronouns on college records when a legal name is not required.

Policy Framework

Lived Name

Alvernia University recognizes and strives to support the need for members of the University community to possess a name other than their legal name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or misrepresentation, the University acknowledges that a lived name may be used where possible in the course of University business.

An individual's relationship with the University and the underlying reason for using a lived name will determine, as set forth below, which name components (first, middle, last) may be used, as well as how the individual will be listed in the University's public directory, IT systems, and on the Student ID Card.

- **Nickname:** Individuals who wish to use a nickname may self-designate a Lived Name comprised of first and/or middle names. The Lived Name will be displayed as the person's primary name in combination with the legal last name.
- **Gender Identity:** Individuals undergoing gender transition, who identify as gender fluid, or whose last name may connote a specific gender may designate a chosen first, middle, and last name.
- **Safety:** Individuals whose safety is deemed to be at risk may, with approval from University Public Safety, designate chosen first, middle, and last names. The Lived Name will be displayed in the University public directory unless the entry is omitted altogether at the request of University Public Safety.

The Lived Name will be used when feasible in University information systems, communications and informational materials, except as set forth below:

- Where the use of the legal name is required for University business or legal needs, including, but not limited to:
 - Financial, medical, and law enforcement documents
 - Transcripts and diplomas
 - W-2 forms, I-9 forms, and payroll documents
 - Visa/immigration documents
 - Information provided to airlines for issuing tickets
 - Employment related documents and personnel files
 - Background check documents
 - Insurance documents
 - Sponsored Research or Research Protections
- When a University information system, database, or process is not able to display or otherwise make use of a Lived Name.
- Where a specific use of a University information system, database, or process requires display of the legal name.

Individuals who utilize a Lived Name within University systems should always be prepared to reference their legal name and provide corresponding identification when necessary.

Gender Identity, Pronouns, and Sexual Orientation

Alvernia University recognizes and strives to support the expression and self-identification of gender identity, pronoun usage, and sexual orientation. As long as the gender assertion is not intended for the purposes of avoiding legal obligations or for misrepresentation.

If selected by an individual, prefixes and pronouns will be added to the person's entry in the University's public directory to facilitate communication based upon the person's preferences. Sexual Orientation will not be displayed publicly. While the use of pronouns and prefixes are recommended and encouraged wherever possible, the University cannot guarantee that pronouns and prefixes will appear in all cases and in all communications. It should be understood that even when a Lived Gender has been entered in various University information systems, Legal Sex will be used wherever required by University business or legal need.

Specific examples that may require use of Legal Sex include, but are not limited to, the following:

- Financial, medical, and law enforcement documents
- Transcripts and diplomas
- W-4 forms, I-9 forms, and payroll documents
- Visa/immigration documents
- Information provided to airlines for issuing tickets
- Employment related documents and personnel files
- Background check documents
- Insurance documents
- Federal reporting

Definitions

Dead name: Refers to the name a trans person was given at birth but is no longer using. The term is intended to stress the inappropriateness of referencing a person's name given at birth instead of their chosen name and effectively misgendering their identity. Legal name rather than dead name will be used for purposes of this policy.

Gender Identify: The gender(s), if any, a person identifies with. An individual's gender is their gender identity, which can be the same or different from their sex assigned at birth.

Information Systems: A system that collects, stores, and processes data.

Lived Name: A self-chosen or personal and/or preferred professional name used instead of a legal name.

Legal Gender: A gender appearing on a government-issued document.

Legal Name: A name appearing on a government-issued document.

Mx: An honorific or prefix that does not indicate gender. Used as an alternative to gender-specific honorifics such as Mr., Mrs., Miss, or Ms.

Nickname: An informal name usually, but not always, based on an individual's legal name used in place of legal first or middle names.

Preferred Name: The term "preferred name" still appears in many campus systems, but use of the term "lived name" is encouraged to avoid the perception that respecting someone's lived name is optional.

Pronouns: Alvernia University recognizes and strives to support the expression and self-identification of gender identity, pronoun usage, and sexual orientation. As long as the gender assertion is not intended for the purposes of avoiding legal obligations or for misrepresentation.

Sexual Orientation: Part of an individual's identity that encompasses the behavior and social affiliation resulting from sexual and emotional attraction to others.

Exceptions to Policy

The University reserves the right to refuse a Lived Name and Prefixes. Instances that may result in this prohibition, include:

- Arbitrary or repeated name changes
- The use of language deemed inappropriate or offensive
- Names or prefixes that may be used for fraudulent purposes, including misrepresenting marital status or professional qualifications

Additional exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

References

N/A

Related Policies

N/A

Exhibits

[Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
5/09/2024	SLT Approved